

Approved

Downtown Providence District Management Authority

Board of Directors Meeting Minutes

November 21, 2013

1. Roll Call

Chairman Richard Lappin called the meeting to order at 8:30 a.m.

Directors present: Bert Crenca, Joseph DiBattista, Bob Gagliardi, Evan Granoff, Susan LaPidus, Richard Lappin, John Macliver and Christopher Placco

Ex Officio Members present: Diana Burdett, Lisa Paratore, Leo Perotta and Providence Police Chief Hugh Clements, (for the first 15 minutes)

Others present: Dan Baudouin, Executive Director of The Providence Foundation; Joelle Kanter, The Providence Foundation Program Manager, Frank LaTorre, Director of Public Space, Alison Izzi, DID Accounting Manager, Frank Zammarelli, Block by Block Operations Manager

2. City of Providence Update

Providence Police Chief Hugh Clements complimented the DID on its impact on the city stating that Providence would not be as good as it is without the DID and stated that the police share the same vision for the City. Chief Clements stressed the importance of manpower which is down to 408 from 500. He he will be using federal grant money to increase the manpower, which is especially critical during the holiday season. The Chief is also a big believer in foot posts. He reported that in January 60 police officers will be graduating from the academy bringing total manpower to 460. The Chief complimented the job Lt. O'Hara is doing in the district and asked to be kept informed of any issues or concerns in the district.

Leo Perotta reported that the contract regarding the City brick repair has been awarded and work will begin the week after Thanksgiving. He reported that 9-10 new parking meters will be installed downtown, the 1st week of December and he will also be replacing several kiosks on Empire, Weybosset and Washington Streets. These kiosks will accept credit cards. When the J & W parking garage is completed a kiosk will be added on Richmond Street behind PPAC. He reported that the holiday parking promotion will be the same as last year, (2) hour free parking from 10-6 in the downtown area.

3. Presentation of the 2013 Audit Report

Jim Cooke, C.P.A, and Audit Manager from Lefkowitz, Garfinkle,

Champi & DeRienzo, presented the 2013 Audit report and reported that the financial statements present fairly in all material respects the financial position of the Downtown Improvement District for the fiscal year ending June 30, 2013, in accordance with generally accepted accounting principles.

Director DiBattista motioned to accept the 2013 audit report and John Macliver seconded the motion, and a roll call vote was held as follows:

Director Crenca

Director DiBattista Yes

Yes

Director Gagliardi

Director Granoff

Director LaPidus Yes

Yes

Yes

Director Lappin Yes

Director Macliver

Director Placco Yes

Yes

There the motion passed

4. Approval of the minutes from the October 17, 2013 Board Meeting

Director Joe DiBattista motioned to approve the minutes from the October 17, 2013 board meeting. Director Chris Placco seconded the motion and a roll call vote was held as follows:

Director Crenca

Director DiBattista Yes

Yes

Director Gagliardi

Director Granoff

Director LaPidus Yes

Yes

Yes

Director Lappin Yes

Director Macliver

Director Placco Yes

Yes

Therefore the motion passed.

5. Financial Report

Alison Izzi presented the financial statements for October 2013. Collections for the 1st and 2nd quarters of FY 2014 were 96% & 84%. A review of the tax lien criteria was reviewed and distributed. An analysis of older receivables will be performed in order to determine whether any balances should be written off. Equity currently includes \$361,001 allocated/reserved and \$161, 673.

Director Bob Gagliardi motioned to accept the September financial statements. Director John Macliver seconded the motion and a roll call vote was held as follows:

Director Crenca

Director DiBattista Yes

Yes

Director Gagliardi

Director Granoff

Director LaPidus Yes

Yes

Yes

Director Lappin Yes

Director Macliver

Director Placco Yes

Yes

Therefore the motion passed.

6. VOTE and discussion to renew Jacavone Gardens landscaping contact for FY 2014

Frank LaTorre recommended renewing Jacavone Garden's contract for FY 2014. Stating that they have been a great partner, consistently providing the DID with excellent products and service. He further stated that Jacavone has agreed to keep their flower prices consistent with prior year, with only a \$500 increase in delivery costs, for the 272 hanging baskets.

Director Gagliardi motioned to renew the Jacavone Gardens contract for FY 2014 not to exceed the approved budgeted amount of \$60,000. (Not including gateway 1st phase plantings). Director Placco seconded the motion and a roll call vote was held as follows:

Director Crenca

Director DiBattista Yes

Yes

Director Gagliardi

Director Granoff

Director LaPidus Yes

Yes

Yes

Director Lappin Yes

Director Macliver

Director Placco Yes

Yes

Therefore the motion passed.

7. Report from the Director of Public Space

Frank LaTorre reported on an October 22, 2013 meeting with RIDOT and the City of Providence regarding the ADA sidewalk project. The DID continues to facilitate between all parties with a goal of starting the project in 2014. Frank reported on an October 15, 2013 gateways subcommittee meeting with GLA to explore coordinating with other State and City projects. Work continues with the Hospitality Resource Partnership with a December 5th meeting scheduled with Director McGreevy of the DBR. A suggestion for a new BOL member has been made to the Mayor. The HRP will work with whoever is chosen by vote of the BOL as chair to advance our work. The Block by Block contact is up for renewal in 2014. Frank will present the contract renewal timeline at the December meeting.

8. Marketing Report

Joelle reported that the new office marketing website, bringyourcompanytolife.com, was officially launched on October 21, 2013, with limited online advertising for the first two weeks. Joelle continues to work with PR consultant Lisa Carnevale to generate interest in the campaign. A press release regarding the website launch will be going out this week. Options are being considered to supplement the campaign including a print piece that could be shared with partners and interested businesses also a content management

system is being considered which would allow the content management to be done in house. Joelle reported that stickers will be placed on meters throughout the downtown to promote the City's free 2 hour holiday parking special. Also, InDownCity will be coordinating activities leading up to Christmas, including a "Golden Ticket" promotion on Small Business Saturday, November 30th and Santa and Mrs. Claus who will appear in Grant's Block from 12-4 each Saturday and will be available for pictures.

Joelle is also working on the 2013 annual report which will be distributed at The Providence Foundations' annual meeting early in January.

9. Economic Development and Other Matters

Dan Baudouin discussed working on tasks within the DID/Providence Foundation's Action Plan for the Economy, with the immediate focus being on identifying priorities for 2014.

10. Adjournment

The meeting was adjourned at 9:55 a.m.

Respectfully submitted,

Alison Izzi

Accounting Manager

Downtown Improvement District